Register for a social event with the Office of Student Activities (OSA) seven days in advance of an off-campus social event. A guest list must be submitted to 320 Pence Union Building within office hours three working days before the event. You may **NOT** simply submit chapter and/or organization rosters for your guest list, as you will be required to have sufficient security for your **ENTIRE guest list** that shows up.

**General Information**
Organization: __________________________________________

Date of Event: _____________ Event begins at: ________________ Event ends at: __________

Person in charge of event: ______________________ Phone No: ________ Email: _________

Location of event: __________________________________________

Planned activities: __________________________________________

Is this an alcohol event? Yes ______ No ______ Total number of attendees: __________

Number of 21 and older: ___________ Number under 21 years of age: _____________

Did you submit an **ENTIRE** guest list to the Office of Student Activities? _____Yes  _____No

Is the organization providing transportation to and / or from the event? _____Yes  _____No

If so, the participants / attendees must fill out Travel and Liability Release Forms. These forms can be found in the Office of Student Activities.

**Social Event Applicant:**

Print Name: _______________________ Signature: ________________________ Date: ______

**Alcohol Events: Restricted Dates**

1. No social events with alcohol will be approved during study week (a.k.a. Dead Week) or Finals Week (the two final weeks of the quarter.)

2. No social events with alcohol will be approved during Alcohol Awareness Week or Sexual Assault Awareness week. Dates to be determined by the Health, Wellness, & Prevention Services (509.359.4279) and the OSRR Victim Advocate (509.359.6429).

3. No social events with alcohol will be approved if scheduled in areas where children are regularly present.

If your events conflict with any of the above concerns, the Vice President of Student Affairs must make special approval.

**Office Use Only**

Check One: ☐ Approved  ☐ Not Approved

Authorization__________________________________________ Date: _________________

Vice President of Student Affairs
Alcohol Policies & Service of Alcoholic Beverages

- A Banquet Permit will be purchased and displayed at eye level at the entrance of the event in plain view. A designated driver system must be organized and posted at the event. Proof of age must be obtained at the entrance.
- What types of food and non-alcoholic beverages will be served? ___________________ ______________________________________________________________________

- Who will provide the alcoholic beverages?  
  - Licensed 3rd Party Vendor
  - Individual Attendees (BYOB)
  - Other, please explain in detail

- How will the verification of legal drinking age be accomplished?
  1. BYOB Event:  
     - By chapter members at entrance of event
     - By security guard at entrance of event
  2. 3rd Party Event:  
     - By licensed bartender for each purchase
     - By security guard at entrance of event
  3. Other: please explain in detail

Please describe what actions or procedures will be taken if minors are observed drinking alcohol?

Drunk Driving Prevention - What type of transportation will be provided?
- University vans
- Taxicab service
- Mass Transportation
- Sober members
- Other, please explain in detail

Will members and guests be required to check their keys at the door? Yes ____ No ____
If YES, how will this be monitored? Please describe in detail.

Officers in charge:
Name: _____________________ Name: _____________________
Office Held: _____________________ Office Held: _____________________
Phone: _____________________ Phone: _____________________

Security: Social Party Monitors (advanced security approval required)
Responsible Social Party Monitors:

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Org</th>
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<th>Other Organizations involved:</th>
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I have received and read the current, University Alcohol Policy. This policy is available in PUB320 or at [http://www.ewu.edu/x4333.xml](http://www.ewu.edu/x4333.xml).

Signature:

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Office Use Only

Check One:  
- Approved
- Not Approved

Authorization: _____________________ Date: _____________________

Office of Student Activities (OSA) Staff

Rev. 2009; OSA